

Introduction

Using the Manual

Definition of Terms

AFFIRMATIVE ACTION

A positive, results-oriented action by Laboratory management to ensure that members of groups who have been historically underrepresented in the work force can compete for jobs and have their qualifications assessed fairly and to achieve a diverse work force at all levels.

APPLICANT

One who submits requisite application materials (Employment Application or Job Bid form) for a specific Laboratory position. (Submitting an application without indicating a specific position does not make an individual an applicant.) *See External Applicant and Internal Applicant.*

ASSOCIATE DIRECTOR

As used in this manual, the authorities and responsibilities assigned to Associate Directors (ADs) are also assigned to the following positions: Director of Human Resources, Deputy Director of Human Resources, Executive Staff Director, Deputy Associate Director, Controller, Deputy Controller, Laboratory Counsel, and Deputy Laboratory Counsel.

BASE SALARY

The salary offered to a candidate for a position, approved for an employee at a salary review, or arrived at after an employee's promotion or demotion excluding benefits, overtime, shift differentials, or special allowances. In payroll terms may be referred to as basic salary.

**BASE PERCENTAGE
INCREASE (BPI)**

Base Percentage Increase (BPI), a component of the annual salary increase, recognizes upward market changes for sustained competent performers whose performance appraisals indicate that they are achieving fully satisfactory performance.

CANDIDATE

One who

Submits requisite application materials (Employment Application or Job Bid form) for a specific position
and

Meets the minimum qualifications required for the position.

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CASUAL EMPLOYEE	An employee who is in pay status an average of 16 hours per week or less (not more than 40% of full-time during any 12-month period).
CHANGE-OF-STATION	The assignment of a Laboratory employee to a new non-Laboratory location for a temporary period of 1-2 years. See AM 816.
CLASSIFICATION	The comprehensive grouping of positions into different series and levels based on such considerations as type of duties, required technical knowledge, and level of responsibility, and, for certain positions, organizational level.
CONFLICT-OF-INTEREST	A situation that creates a real or apparent conflict between an employee's Laboratory responsibilities and personal interests. See AM 716 through AM 722 and AM 726 through AM 727.
CONTINUING EDUCATION	Education and/or training activities through which individuals may enhance professional or vocational competence or personal growth and development.
CONTROL POINT	In the Structured Series pay rate tables, a figure that reflects the average amount paid by other employers for similar positions (average market salaries).
CORRECTIVE ACTION	A progressive series of actions designed to provide the employee the opportunity to correct unsatisfactory conduct.
DEMOTION	For nonmanager employees, an involuntary reduction in salary or an involuntary position reclassification that results in a lower salary range.
DEPARTMENT OF ENERGY (DOE)	The federal agency that owns the Laboratory facilities. The Laboratory is operated under contract between the University of California and this agency.
DIRECTED TRANSFER	A directed transfer is the noncompetitive placement of an employee in an unadvertised or advertised position and can include transfers made for programmatic reasons; caused by reorganization, reduction-in-force, funding shortfall, or transfer of functional responsibilities; or to accommodate medical conditions. Directed transfers allow management to maintain and redeploy the work force to meet programmatic requirements and to make accommodations according to AM 117 and AM 118. See AM 104.06, AM 108.16-.22, and AM 114.04.

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DIRECTORATE-LEVEL MANAGEMENT	All positions listed in the definition of Associate Director.
DIVISION LEADER	For purposes of this manual, Division Leader includes the following positions: Division Leader, Deputy Division Leader, Center Director, Deputy Center Director, Office Director, Deputy Office Director, Program Director, Officer, Deputy Officer, and Test Director.
DIVISION-LEVEL MANAGEMENT	Includes all positions listed in the definition of Division Leader.
EMPLOYEES	Individuals employed by the Laboratory in regular, limited-term, or short-term appointments, including appointments made under Special Employment Programs. Employees may have full-time, part-time, or casual work schedules. Laboratory Affiliates and employees of contractors are not Laboratory employees.
EMPLOYMENT OFFER	An employment offer can be oral or written. Job title, classification, and proposed salary are included.
EQUIVALENT POSITIONS	Positions that have the same salary ranges.
EXEMPT EMPLOYEE	An employee who performs work in an executive, administrative, or professional capacity, as defined in the Fair Labor Standards Act (FLSA) of 1938, as amended, and whose position the Laboratory has designated as exempt from payment of overtime.
EXTENDED TRAVEL	Assignment to a domestic or foreign location for at least 30 consecutive days, but less than 6 months. See AM 801.
EXTENDED WORKWEEK	An exempt employee work schedule that will require working considerably more than normal for a period of 90 workdays or more. Extended workweeks must be approved in advance. See AM 301.18 and AM 304.17-.21.
EXTERNAL APPLICANT	One not currently employed by the Laboratory under a regular appointment. Limited-term employees with Postdoctoral Research Associate appointments or who are Postdoctoral Fellows are considered external applicants only for the first year of the appointment.
FELLOW	An appointment by the Director of certain Technical Staff Members in recognition of sustained outstanding contributions and exceptional promise for continued professional scientific

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achievement. Also refers to employees appointed under certain Special Employment Programs (Postdoctoral Fellowship Programs, for example). *See AM 202.02, AM 1108, AM 1111, and AM 1118.*

FLEXTIME

A nonexempt employee work schedule that includes 8 hours a day, 5 days a week, with starting and ending times that may vary on a scheduled basis. *See AM 326.*

FULL-TIME EMPLOYEE

An employee who is regularly scheduled to work a 40-hour week.

FULL-TIME EQUIVALENTS (FTEs)

An FTE measures the number of paid work hours in a fiscal year. An employee who is paid for 40 hours a week or more throughout the year counts as 1 FTE. An employee who is paid for less than a full year counts as a fractional FTE. For example, a part-time employee who is paid for 50% of the work hours in the year contributes .5 FTE.

FUNCTIONAL TRANSFER

The transfer of one or more functions and usually the employee(s) performing the function from one organizational unit to another. Reorganizations normally involve one or more functional transfers. *See AM 104 for reorganization advertising policy and AM 600.II.Chart of Approvals for reorganization approvals.*

GROUP LEADER

As used in this manual, includes Group Leader, Deputy Group Leader, Office Leader, Deputy Office Leader, and Program Manager.

GROUP-LEVEL MANAGEMENT

Includes all positions listed in the definition of Group Leader.

HIRING OFFICIAL

The manager who approves the selection of a candidate to fill a vacant position for which the manager is directly responsible.

INTERNAL APPLICANT

An applicant who is a regular full- or part-time employee of the Laboratory or who has completed at least 1 year under the Postdoctoral Research Associate Program or the Postdoctoral Fellowship Program. *See also definition of External Applicant.*

LATERAL TRANSFER

Transfer to a position with the same salary range. Lateral transfers may involve a change in series or job title. *See AM 108 and AM 206.02.*

LEAVE WITHOUT PAY (LWOP)

Authorized absences taken without charge to vacation, sick leave, or other paid leave. *See AM 318.*

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LEVEL	A classification designation for a position based on the complexity, responsibility, and, in some cases, organizational level associated with work performed. Each level of a pay series is associated with a pay range.
LIMITED-SCOPE ADVERTISING	Limiting the applicant pool for a specific position to the employees in a designated organizational unit when FTE or budgetary limitations preclude employment of additional personnel and when an organization has a reasonable pool of employees who may be qualified to fill a position critical to the organization's needs. <i>See AM 104.14-.16.</i>
LIMITED-TERM EMPLOYEES	An employee who is hired for a fixed term of 6 months or more but usually not to exceed 2 years.
LOCAL TRAINING	Short courses, normally offered in Los Alamos County, for which no academic credit is given.
MANAGEMENT POSITION	<i>See AM 200.VIII.Management Structure.</i>
MANAGER	One who holds a management position. For information on the employment of managers, <i>see AM 102.19.</i>
MEDICAL SEPARATION	Termination of an employee when a physical or mental impairment prevents an employee from performing the essential functions of the assigned position even after reasonable accommodation and when no other position is available for which the person is qualified. <i>See AM 117 and AM 118.</i>
MERIT INCREASE	Deleted.
MINOR	An individual under age 18 at the time of employment. <i>See AM 102.17.</i>
MODIFIED WORKWEEK	A regularly scheduled basic workweek that includes 1 or more basic workdays of longer than 8 hours a day. Modified workweeks are established for programmatic necessity. <i>See AM 326.</i>
NEW EMPLOYEE EVALUATION PERIOD	A period during which the work performance and conduct of new employees are evaluated. <i>See AM 103.</i>
NONEXEMPT EMPLOYEE	An employee holding a position that is subject to the overtime payment provisions of FLSA.
ORGANIZATIONAL UNITS	Officially recognized sections, groups, offices, divisions, centers, and directorates that make up the overall Laboratory organization.

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PART-TIME EMPLOYEE	An employee who is in pay status an average of 20 to 39 hours per week (50% to 98% of full-time). Part-time employees may receive regular (indefinite) appointments or limited-term appointments of 1 year or more.
PAY STATUS	An employee is in pay status at work, on excused absences with pay, on approved leave with pay, on official travel, or during a compensable holiday.
PERFORMANCE ASSESSMENT	A written assessment of a Laboratory employee's performance of assigned duties and responsibilities over a specified period of time. <i>See AM 109.</i>
PROGRAM DIRECTOR	A division-level management title, which can be temporary, given to employees who are responsible for directing certain projects.
PROGRAM MANAGER	A group-level management title, which can be temporary, given to employees who are responsible for directing certain projects.
PROMOTION	An employment action that places a nonmanager employee in a position with a higher salary range than the position previously held.
PROSPECTIVE EMPLOYEE	An external candidate who has accepted a formal written offer of employment at the Laboratory.
QSP (QUESTIONNAIRE FOR SENSITIVE POSITIONS)	A DOE form that must be completed by a prospective full- or part-time employee as part of the DOE investigatory process necessary for granting of a security clearance. The same form is used by DOE to update clearances at certain intervals.
REASSIGNMENT	Deleted.
RECLASSIFICATION	Evaluation of the duties and responsibilities of a position resulting in a change of the series, level, or job title.
REDUCTION-IN-FORCE (RIF)	A decrease in the work force as a result of reduction in funding or cancellation of Laboratory programs, a change of emphasis in or redirection of programs, or completion of programs or projects resulting in the elimination of positions or requiring qualifications and expertise different from those possessed by current employees.
REGULAR EMPLOYEE	A full- or part-time employee whose employment is of indefinite duration.

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SALARY ADJUSTMENT (SA)

The Salary Adjustment (SA) is the component of the annual salary increase normally used to reward sustained exceptional performance, reflect increased job content, correct salary misalignment, or recognize special market considerations.

SALARY ALIGNMENT

A relative positioning of salaries within an organization for persons in the same series and level in the Structured Series and performing similar types and levels of work. In the Technical Staff Member (TSM) Series, salary alignment is based primarily on academic degree level and professional experience. In both cases, salary alignment should reflect the relative value of the employee to the organization.

SALARY INCREASE AUTHORIZATION (SIA)

The percent increase in payroll allowed by DOE to fund salary increases. The SIA is expressed as a percentage of the total base salaries of eligible employees. A separate SIA is provided for each series.

SECTION LEADER

The supervisor of several employees working in a homogeneous environment (for example, Engineering Section). A Section Leader is not part of the management structure. The group-level manager has the option of appointing an employee to fill a Section Leader position in the Technical Staff Member (TSM) Series. *For information on employment as a Section Leader, see AM 102.18.*

SECURITY CLEARANCE

An access authorization, granted by DOE following an investigation, that allows an employee access to classified information or materials on a need-to-know basis.

SERIES

The division of Laboratory positions into 5 major employment categories: the Technical Staff Member Series, the Specialist Staff Member Series (SSM), the Technical Support Series (TEC), the Organizational Support Series (OS), and the General Support Series (GS).

TSM — Technical Staff Members are exempt employees with technical credentials as scientists or engineers who perform jobs requiring those credentials. This includes practicing scientists and engineers who are conducting, supporting, or managing the Laboratory's research and development programs.

SSM — Specialist Staff Members are exempt employees in jobs with a professional or administrative specialty that require extensive knowledge in a recognized profession, that have a Laboratorywide mission, and that normally have a minimum education requirement of a

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bachelors degree. The SSM Series also includes management positions in organizations whose missions are not technical.

TEC — Technical Support exempt and nonexempt employees provide technical support and expertise to Laboratory programs and organizations.

OS — Organizational Support exempt and nonexempt employees provide administrative support to individual organizations.

GS — General Support exempt and nonexempt employees provide specialized administrative, clerical, and nonclerical services with a Laboratorywide focus.

SHIFT DIFFERENTIAL

Pay added to a GS, OS, or TEC employee's basic salary for time worked on swing or graveyard shift. *See AM 303.*

SHORT-TERM EMPLOYEES

Employees hired for a fixed term of less than 6 months.

SPECIAL EMPLOYMENT PROGRAMS

Employment programs designed to meet specific Laboratory needs and goals. Special employment programs typically provide short- or limited-term employment opportunities for specific target populations—for example, summer or part-time employment opportunities for college students. *See AM 1001-AM 1116.*

STRUCTURED SERIES

The Laboratory employment series that are divided into levels with established salary ranges. The ascending levels within each series reflect the increasing degree of difficulty and responsibility associated with the work performed. The SSM, TEC, OS, and GS Series are Structured Series.

STRUCTURE REVISION

The annual adjustment to the Structured Series Rate Table based on the market movement for each series as measured through salary surveys of the appropriate comparison market.

SUPERVISOR

A nonmanager (such as a Section Leader or TEC Supervisor) who directs the day-to-day activities of employees under his or her supervision. Duties include short-term planning, organizing, scheduling, staffing, providing input for performance appraisals, and decision making.

TERMINATION FOR CAUSE

Termination of employment because of unacceptable conduct, including serious violation of Laboratory, University of California, or DOE policy or regulations.

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TERMINATION FOR INELIGIBILITY

Termination of an employee because the Laboratory has changed the employee's terms or conditions of employment and the employee is not able or chooses not to satisfy the new conditions.

TRAINEE POSITION

An advertised position filled by an employee who does not initially meet all the qualifications of the position and who enters the position at a lower level than that advertised with the appropriate job title until he or she qualifies for the full level of the position.

NOTE: Does not apply to the Structured Series waiting period; *see AM 105.23*.

TRIAL-BASIS TRANSFER

The transfer of a Laboratory employee from one position to another that provides both the employee and the organization with a period (usually 90 calendar days) to determine if the move is mutually satisfactory. *See AM 108.*

TUITION ASSISTANCE

Financial assistance provided, at the discretion of the manager, by the Laboratory to employees who attend job-required or job-related degree-program courses. *See AM 405.*